

Food for Family Reunion

	A	B	C	D	E
1	Family Reunion Food Amounts to Buy				
2					
3	People Attending		17		
4					
5	Item	Amt./Person	Units	Amt. to Buy	
6					
7	Burger patties		1 each		
8	Hot dogs		1 each		
9	Beans		0.3 cups		
10	Chips		2 ounces		
11	Fruit salad		0.5 cups		
12	Potato salad		0.5 cups		
13	Brownies		1.5 each		
14	Hot dog buns		1 each		
15					
16	Your Name				
17					
18	DIRECTIONS				
19	1. Merge & Center A1:D1				
20	2. C3 should be absolute				
21	3. D7 should be People Attending times Amt./Person				
22	4. Drag down formula from D7 through D14				
23	5. Make spreadsheet appealing				
24	6. Use Landscape orientation				
25	7. Follow the capitalization shown				
26	8. Use the Quick Access toolbar to check spelling				